

BEFORE THE  
POSTAL REGULATORY COMMISSION  
WASHINGTON, D.C. 20268-0001

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*In the Matter of:*

Coyote Post Office  
Coyote, New Mexico

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Docket No. A2011-74

**UNITED STATES POSTAL SERVICE NOTICE OF FILING OF ADDENDUM**  
(December 8, 2011)

The Postal Service hereby gives notice of the filing of an addendum, Item No. 52, to the administrative record supporting the Final Determination to Close the Coyote, NM Post Office and Establish Service by Highway Contract Route Service and an updated index of the administrative record. Item No. 52 was added to the official administrative record on December 2, 2011 in an effort to clarify certain details in Item Nos. 12, 15, 18, 22 and 47. The Postal Service submits that the filing of Item No. 52 clarifying the administrative record should not prejudice any party in this proceeding.

Respectfully submitted,

UNITED STATES POSTAL SERVICE  
By its attorneys:

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December 8, 2011

COYOTE Docket: 1359492 - 87012

\*These are the 1st 18 documents that should be completed Scanned and sent to the MPOO for review

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Page	Document		
41.	<u>Revised proposal (if appropriate)</u> (03/15/2011)	<input checked="" type="checkbox"/>	
42.	<u>Updated PS Form 4920 (if appropriate)</u> (06/07/2011)	<input checked="" type="checkbox"/>	
43.	<u>Certification of record</u> (06/07/2011)	<input checked="" type="checkbox"/>	
44.	<u>Log of Post Office discontinuance actions</u> (06/07/2011)	<input checked="" type="checkbox"/>	
45.	<u>Transmittal to vice president, Delivery and Retail, from district manager, Customer Service and Sales</u> (06/08/2011)	<input checked="" type="checkbox"/>	
46.	<u>Headquarters' acknowledgment of receipt of record</u> (06/08/2011)	<input checked="" type="checkbox"/>	
47.	<u>Final determination from Headquarters</u> (08/01/2011)	<input checked="" type="checkbox"/>	
48.	<u>Instruction letter to postmaster/OIC on posting</u> (08/09/2011)	<input checked="" type="checkbox"/>	
49.	<u>Round-date stamped final determination cover sheets</u> (09/16/2011)	<input checked="" type="checkbox"/>	
50.	<u>Postal Bulletin Post Office Change Announcement</u> ()	<input checked="" type="checkbox"/>	
51.	<u>Vice president, Delivery and Retail, instruction letter</u> (08/01/2011)	<input checked="" type="checkbox"/>	
52.	<u>Memo to the Record</u> (12/02/2011)	<input checked="" type="checkbox"/>	



December 2, 2011

## MEMO TO RECORD

SUBJECT: Coyote, NM Post Office Record Corrections

After review of the Administrative Record for the discontinuance of the Coyote, NM Post Office, the following information is added to clarify certain factual statements. The information below is organized by the Item number corresponding to the Administrative Record.

**Item No. 12**

Item No. 12 has an arithmetic error in the total for parcels. The correct figure should be 14 instead of 68. This, in turn, resulted in a corresponding error in the daily average. Thus, the total for parcels should be listed as 14 and the daily average 1.2.

There was a question why Item No. 12 records a dispatch of 46 newspapers during the survey period, despite the fact that Question No. 3 of Item No. 15 indicates that there are no permit customers. The record total of 46 newspapers dispatched is for a 2 week period. There were ten or less newspapers dispatched per day. A permit mailer has to send a bulk quantity each time. One or even ten would not qualify as a bulk mailing. Further, when the OIC/PMR was surveyed, no permit mailers were identified.

**Item No. 15 and Item No. 18**

In response to Question No. 3 of Item No. 15, the Postal Service correctly indicates that this is a Postal Service-owned trailer while indicating in Question No. 16a of Item No. 18 that the quarters were leased and there was no 30-day cancellation clause. As explained in Question 16b of Item No. 18, the Coyote Post Office building is a Postal-Service owned trailer. However, the land on which the trailer sits is not owned by the Postal Service and has annual lease of \$3,435 and a 60-day cancellation clause.

**Item No. 22**

Item No. 22, page BH, questions why the Coyote Post Office is being discontinued while others are being retained, particularly the Youngsville Post Office. A request for approval to study the Coyote, NM Post Office for discontinuance was initiated on February 3, 2011. The record explains, however, that Post Offices are reviewed on a case-by-case basis. When there is a vacancy in a small office, it is customary to conduct a study of the business activity and investigate the feasibility of providing service by alternative means. In this case, it was determined that, as a result of the vacancy and workload decline, the Postal Service could continue to provide a maximum degree of effective and regular postal services to the community out of the La Jara Post Office while realizing an estimated cost savings of \$43,408 annually after discontinuation of the Coyote Post Office. Further, a request for approval to study the Youngsville, NM Post Office was initiated on August 31, 2011.

**Item No. 47**

Page 6 of Item No. 47 indicates that there will be a one-time fee of \$6000 for movement of the facility. This should be corrected to state that there will be a one-time fee of \$6000 for the installation of CBUs.

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The following concerns should have been specifically addressed in Item No. 47:

Customers expressed a concern that the savings estimate does make not provision for the possibility that the noncareer employee's salary (even if lower than the Postmaster's salary used in the estimate) may continue to be incurred at another facility. The Postal Service notes, however, that it was appropriate to use a career Postmaster's salary in the calculation because the career position would have ultimately been filled if the Coyote Post Office had not been identified as a candidate for discontinuance. Thus, the Postal Service will save the salary and benefits of a career Postmaster position. An attempt will be made to install the noncareer employee in a vacant position at another Post Office; however, the noncareer employee will not be added to the complement of another facility.

Customers expressed a concern that the Postal Service should have considered alternative cost cutting measures, such as reducing the number of hours the office is open. Office hours are dictated by the Office level. Further, the Postal Service has broad experience with similar options. However, in this case, it has determined that highway carrier service, coupled with service at the La Jara Post Office, is a more cost-effective solution than maintaining the Coyote postal facility and career position. The Postal Service's estimates are supported by record evidence, in accordance with the Postal Service's statutory obligations.

Customers expressed a concern how will the needs of non-English speakers be met. Assistance for non-English speaking customers may be provided by the Postmaster at the Gallina Post Office and by the HCR carrier.



Mike Sarter  
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Arizona District